

# Foreign Affairs Manual



## Volume 15 – Overseas Buildings Operations

Change Transmittal: OBO-37

Date: December 5, 2013

---

**15 FAM 610**  
**AUTHORITY, SCOPE, AND POLICY**  
**15 FAM 620**  
**DEFINITIONS AND FUNDING GUIDANCE**  
**15 FAM 630**  
**MAINTENANCE, REPAIR, AND**  
**CUSTODIAL RESPONSIBILITIES**  
**15 FAM 640**  
**APPROVALS REQUIRED FOR REPAIRS**  
**AND IMPROVEMENTS**  
**15 FAM 650**  
**UNASSIGNED**  
**15 FAM 660**  
**ELEVATOR MANAGEMENT PROGRAM**

### Changes

1. OBO has revised 15 FAM 600, Maintenance and Improvement of Real Property Abroad, to comply with OMB's A-11 standards for leases. These changes are from an OIG report titled, "Audit of U.S. Department of State Use of Short-Term Leases Overseas." The terms, Operating Lease and Capital Lease, have replaced Short-Term Lease and Long-Term Lease in the FAM. Material formerly in 15 FAM 650 (now unassigned) has been subsumed in subchapters 15 FAM 620 and 15 FAM 640. In addition, there are many plain-language changes and other

substantive edits throughout. These changes are in all of the subchapters listed above.

## 2. Crosswalk for 15 FAM 600 Subchapters:

Old Location	Old Title	New Location	New Title
15 FAM 623	Minor Improvements	15 FAM 622	Repairs and Improvement (R&I)
15 FAM 633	Funding Responsibilities	15 FAM 632.4	Maintenance Responsibility for Marine Security Guard (MSG) Residences
15 FAM 634	Elevator Safety Inspection and Test Requirements	15 FAM 633	same
15 FAM 635	Air Conditioners	15 FAM 634	same
15 FAM 635.1	Policy	15 FAM 634.1	same
15 FAM 635.2	Funding	15 FAM 634.2	same
15 FAM 636	Emergency Generators, Uninterruptible Power Systems (UPS), Voltage Regulators, and Electrical Transformers	15 FAM 635	same
15 FAM 636.1	Emergency Generators	15 FAM 635.1	same
15 FAM 636.1-1	Policy	15 FAM 635.1-1	same
15 FAM 636.1-2	Funding and Approval	15 FAM 635.1-2	same
15 FAM 636.2	Uninterruptible Power Systems	15 FAM 635.2	same
15 FAM 636.3	Electrical Transformers, Switchgear, and Voltage Regulators	15 FAM 635.3	same
15 FAM 642	Approval Required for Special Maintenance and Improvement (M&I) Projects	15 FAM 642	Submissions and Approvals [The content is set out in 15 FAM 642's three new subsections.]
15 FAM Exhibit 645.3-1(A)	Submitting Requests for	15 FAM Exhibit 645.3-1(1)	Submitting Requests for

	Support from the Facilities Management Division in the Operations and Maintenance Office of the Bureau of Overseas Buildings Operations (OBO/OM/FAC)		Support from the Office of Facility Management in the Directorate for Construction, Facility and Security Management in the Bureau of Overseas Buildings Operations (OBO/CFSM/FAC)
15 FAM Exhibit 645.3-1(B)	Generator Inventory Data Sheet	15 FAM Exhibit 645.3-1(2)	same
15 FAM 661	U.S. Government-Owned/Long-Term Leased (GO/LTL) Properties	15 FAM 662	U.S. Government-Owned and Capital Lease Properties
15 FAM 662	Short-Term Leased (STL) Properties	15 FAM 663	Operating Lease Properties
15 FAM 663	Bureau of Overseas Buildings Operations (OBO) Elevator Support to Posts	15 FAM 661	General

3. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

## Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 610 (CT:OBO-5; 03-21-2006) and insert new subchapter 15 FAM 610 (CT:OBO-37; 12-05-2013).
2. Remove and discard old subchapter 15 FAM 620 (CT:OBO-5; 03-21-2006) and insert new subchapter 15 FAM 620 (CT:OBO-37; 12-04-2013).
3. Remove and discard old subchapter 15 FAM 630 (CT:OBO-18; 11-18-2009) and insert new subchapter 15 FAM 630 (CT:OBO-37; 12-05-2013).
4. Remove and discard old subchapter 15 FAM 640 (CT:OBO-5; 03-21-2006) and insert new subchapter 15 FAM 640 (CT:OBO-37; 12-05-2013).
5. Remove and discard old subchapter 15 FAM 650 (CT:OBO-5; 03-21-2006) and insert new page 15 FAM 650 Unassigned (CT:OBO-37; 12-05-2013).
6. Remove and discard old subchapter 15 FAM 660 (CT:OBO-5; 03-21-2006) and insert new subchapter 15 FAM 660 (CT:OBO-37; 12-05-2013).
7. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-37, and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.